



# NOTICE OF VACANCY

<b>JOB TITLE:</b>	<b>Staff Attorney III</b>
<b>DEPARTMENT:</b>	<b>Law Department</b>
<b>SALARY:</b>	<b>\$41,585.75</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>

## **MAJOR DUTIES:**

Assists the General Counsel in representing Government in court and administrative proceedings as directed by the General Counsel. Assists in advising department heads and officials with regards to agenda requests. Assists in approving agenda requests and preparing ordinances and regulations. Renders written and verbal legal opinions as authorized by the General Counsel. Prepares and monitors items for state legislature agenda. Reviews, prepares, and amends contracts and assists in the preparation of cases for trial. Attends Commission meetings, meetings of authorities, boards and commissions, commission zoning hearings, and staff meetings in order to render legal advice in the General Counsel's absence. Updates and maintains high-level professional skills through attending conferences and seminars relevant to law. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Juris Doctorate Degree. Experience in similar position or sufficient experience to perform principal duties and responsibilities of the position. Knowledge of federal and state law and procedure, and Augusta Richmond County ordinances. Knowledge of court procedures. Knowledge and expertise in the principles and practices of law. Skill in oral communication, interpersonal relations, and writing. Skill in conducting legal research. Demonstrated expertise in local government law, litigation and/or related areas of law. Member of the State Bar of Georgia. May supervise and/or train designated subordinate personnel.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

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We do not discriminate on the basis of Race, Religion, Color, Gender, Age, National Origin or Disability.